



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Senior Management Assistant [Classified Competitive]			Salary P21 \$ 51,529.95- \$72,953.46
Posting Number 182-15	Position Number 044300	Number of Positions 1	Posting Period * From: 12/10/15 To: 12/24/15
Location: Health and Agriculture Building Office of the Commissioner, 8th Floor 369 South Warren Street Trenton NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>This position reports to the Director Office of Population Health and will be responsible for organizing, analyzing, summarizing with recommendations, information pertinent to the administration of the Office. Project management related to the operational programs in this division and other on-going or emerging special projects such as Public Health Accreditation, Quality Improvement, Performance management etc. Assesses and reports routinely on project needs including financial, human resources, equipment and facility requirements and consults with centralized service organizations such as Budget, HR, IT and Facilities Management to secure such resources;</p> <p>Analyzes gaps and overlaps to develop recommended roll-out plan from commencement to conclusion including time frames, cost, data vulnerability areas, and frame work for report writing; Maintains various performance management tracking databases. Monitor and report on project activities.</p> <p>Using EXCEL to prepare reports summarizing status, issues and recommendations, using narrative, statistical information including graphs, charts, and adaptable formulas.; and Assist with the scheduling & coordination of Divisional initiatives on a quarterly basis.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.</p> <p>EXPERIENCE: Two (2) years of experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Jill Velez, Executive Assistant 3 Office of Commissioner Reference Posting #182-15 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTOC@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**

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